



# **EMPLOYEE HANDBOOK**

**Office of the Lieutenant Governor (OLG)**  
**Department of Culture, Recreation and Tourism (DCRT)**  
1051 N. Third Street / P.O. Box 94361  
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## Welcome!

We welcome you to the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT). We are delighted to have you as a part of our team.

As you will see, OLG/DCRT is comprised of several Offices, each with its own mission and purpose. However, all of our Offices work together to provide educational resources, conserve and interpret our history, support the arts, and develop recreational opportunities for our citizens and visitors to our State. We hope that you, too, will take pride in our organization and enjoy your role in helping us to tell Louisiana's story.

We are pleased to provide you with your Employee Handbook as a resource guide for general information regarding your employment. Detailed information on all of OLG/DCRT's policies is available on the agency's intranet site, referred to as Channel Z, located at <http://www.crt.state.la.us/channelz/>. You are expected to fully comply with Department policies and any changes thereto that are made throughout your employment. We are confident this handbook will serve as a helpful reference throughout your tenure with OLG/DCRT.

Our Human Resources Division is available to answer any questions you may have on the contents of the Employee Handbook. Please feel free to call (225) 342-0880.

Once again, welcome aboard!

Sincerely,



Jay Dardenne  
Lieutenant Governor

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## I. Organizational Overview

### A. Department Mission Statement

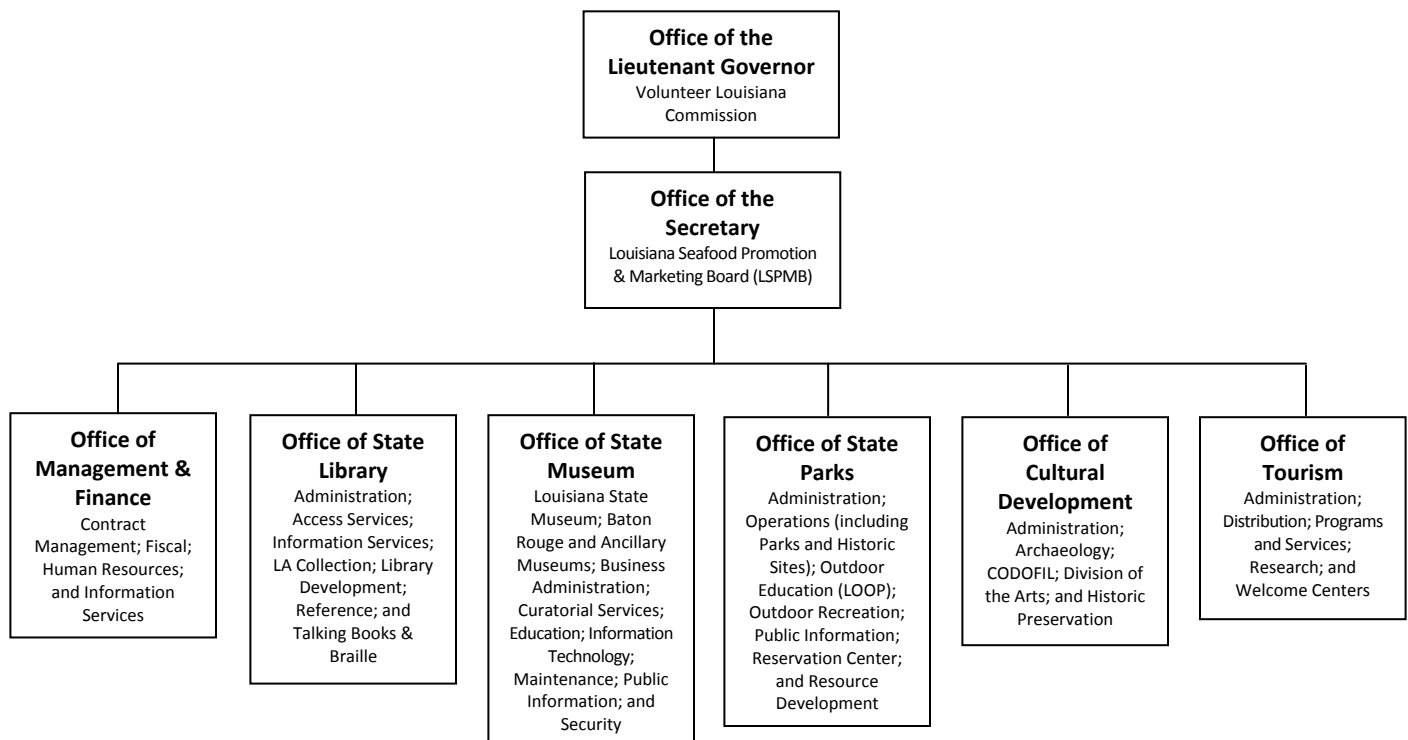
To preserve and enhance Louisiana's unique heritage and natural landscape; provide cultural, informational, and recreational resources; and promote the use of these resources by our diverse citizens and visitors.

The Department of Culture, Recreation and Tourism (DCRT) is comprised of the following seven offices:

- Office of the Secretary
- Office of Management and Finance
- Office of State Library
- Office of State Museum
- Office of State Parks
- Office of Cultural Development
- Office of Tourism

With a total of 66 sites across the State, DCRT provides unique and diverse services to the citizens of Louisiana and the millions of tourists who visit the State each year.

### B. Organizational Chart



**C. Office of the Lieutenant Governor (OLG)**

The Lieutenant Governor is the Commissioner of the Department of Culture, Recreation and Tourism. This office is responsible for promoting the State of Louisiana and its attractions. In addition, OLG oversees the **Volunteer Louisiana Commission**, which awards educational grants to organizations and schools fostering civic responsibility and those making substantial commitments to service. The Volunteer Louisiana Commission aims to build and sustain high quality programs that meet the needs of Louisiana's citizens and promote an ethic of service.

**D. Office of the Secretary (OS)**

The Office of the Secretary is the administrative division of the DCRT. Within the Office of the Secretary, the **Office of Management and Finance (OMF)** strives to provide the highest quality of fiscal, human resources, information technology services and contracts management to enhance the operations of the six offices within OLG/DCRT in order to efficiently support those offices in the accomplishment of their stated goals and objectives. In addition, the Office of the Secretary oversees the **Louisiana Seafood Promotion and Marketing Board (LSPMB)**, which supports and markets Louisiana's world-class commercial fisheries industry.

**E. Office of State Library (OSL)**

The mission of the Office of State Library is to foster a culture of literacy; promote awareness of our State's rich literary heritage; and ensure preservation of and public access to information, educational, cultural and recreational resources, especially those unique to Louisiana. OSL provides access to more than eleven million items through its own excellent collection and electronic resources combined with a statewide online lending network of public libraries, and remains committed to creating ever-increasing opportunities for citizens to experience the value of libraries and reading.

**F. Office of State Museum (OSM)**

The mission of the Office of State Museum is to collect, preserve and present, as an educational resource, objects of art, documents, artifacts and the like that reflect the history, art and culture of Louisiana for the citizens and visitors to the State of Louisiana.

Renowned as one of New Orleans' most prominent heritage attractions, the Louisiana State Museum includes a complex of national landmarks housing thousands of artifacts and works of art. The Museum operates five properties in the famous French Quarter: the Cabildo; Presbytere; 1850 House; Old U.S. Mint and Madame John's Legacy. Additional museum sites include the Wedell-Williams Aviation and Cypress Sawmill Museums in Patterson; Capitol Park Museum in Baton Rouge; E.D. White Historic Site in Thibodaux; and the Louisiana Sports Hall of Fame/Cane River Regional History Museum in Natchitoches.

**G. Office of State Parks (OSP)**

The mission of the Office of State Parks is to serve the citizens of Louisiana and its visitors by preserving and interpreting natural areas of unique or exceptional scenic value; planning, developing and operating sites that provide outdoor recreational opportunities in natural surroundings; preserving and interpreting historical and scientific sites of statewide importance; and administering inter-governmental programs related to outdoor recreation and trails.

The Office of State Parks offers a rewarding experience of Louisiana's natural beauty and historical riches through the operation of the following:

- State Parks: Bayou Segnette; Bogue Chitto; Chemin-A-Haut; Chicot; Cypremort Point; Fairview-Riverside; Fontainebleau; Grand Isle; Hodges Gardens; Jimmie Davis; Lake Bistineau; Lake Bruin; Lake Claiborne; Lake D'Arbonne; Lake Fausse Pointe; North Toledo Bend; Palmetto Island; Poverty Point Reservoir; St. Bernard; Sam Houston Jones; South Toledo Bend and Tickfaw.
- State Historic Sites: Audubon; Centenary; Fort Jesup; Fort Pike; Fort St. Jean Baptiste; Forts Randolph and Buhlow; Locust Grove; Longfellow-Evangeline; Los Adaes; Mansfield; Marksville; Otis House at Fairview-Riverside; Plaquemine Locks; Port Hudson; Poverty Point; Rebel; Rosedown Plantation; and Winter Quarters.
- Preservation Area: Louisiana State Arboretum.

## **H. Office of Cultural Development (OCD)**

The mission of the Office of Cultural Development is to create and support jobs in the cultural economy; provide and leverage opportunities for economic development for Louisiana's cultural assets and communities; and provide an infrastructure wherein Louisiana's authentic culture increases educational opportunities, community development efforts and quality of life for all citizens statewide. The Office of Cultural Development includes: The Division of the Arts; Archaeology; and Historic Preservation.

In addition, the Office of Cultural Development oversees the **Council for the Development of French in Louisiana (CODOFIL)** which aims to develop, utilize and preserve the French language as found in Louisiana for the cultural, economic and touristic benefit of the State.

## **I. Office of Tourism (OT)**

The mission of the Office of Tourism is to promote and assist expansion of tourism and the tourism industry in Louisiana through ongoing promotion and publicity designed to create and sustain a positive image and understanding of Louisiana; coordinate and provide research to benefit the industry; and afford visitors a safe, welcoming environment in which to enjoy area attractions and learn more about Louisiana's culture, history and traditions.

This includes operating thirteen (13) Welcome Centers throughout the State, which are located as follows: Alexandria (I-49); Greenwood (I-20 East); Vinton (I-10 East); Mound (I-20 West); Vidalia (U.S. 84); Slidell (I-10 West); Atchafalaya (I-10); New Orleans; State Capitol; Pearl River (I-59); St. Francisville (U.S. 61); Kentwood (I-55) and Capitol Park.



## **II. Employment Information**

### **A. Employment**

Employment by OLG/DCRT is governed by Article X, Section 10 of the Louisiana Constitution and the rules and regulations of the State Civil Service Commission.

Employment by OLG/DCRT will either be in the classified or unclassified service. Generally, the unclassified service includes elected officials and their appointees, members of boards and commissions, etc. The employment of these individuals is “at will”.

All other employees are included within the classified service. The State Civil Service Commission and the Department of State Civil Service provide and enforce personnel rules governing the classified service. The Civil Service Rules are available by request from the Human Resources Division or can be found on the Civil Service web site located at <http://www.civilservice.la.gov/index.asp>.

In accordance with [PPM #23](#), Conditional Offer of Employment Policy, hiring managers must complete a Conditional Offer of Employment form, to include the job title, salary, and appointment status, of the selected applicant. The form must be signed by the Appointing Authority prior to presenting it to the applicant. It is important that the offer be completed accurately so that the candidate may make an informed decision.

### **B. Appointments**

There are various types of appointments into which an employee may be hired – both in the classified and unclassified services. The most utilized appointments by OLG/DCRT include:

#### **1. Probational Appointment (classified)**

The probationary period shall be an essential part of the examination process and shall be used for the elimination of any probationary employee whose performance does not meet the required standard of work.

In accordance with Chapter 9 of the Civil Service Rules, employees hired into a probational appointment must serve a probationary period of not less than six (6) months nor more than twenty-four (24) months. However, unless approved otherwise by the Deputy Secretary or Undersecretary, OLG/DCRT utilizes a probationary period of not less than twelve (12) months before an employee can be considered for permanent status. While serving with probational status, employees are eligible for benefits and earn annual and sick leave.

The Appointing Authority may require existing employees seeking promotions/internal transfers, as well as employees from other agencies seeking employment with OLG/DCRT, to serve a probationary period. Such employees must resign their permanent status positions to accept the probationary position. Some exceptions exist for employees absent for military training/active duty and employees on preferred re-employment lists.

Probationary employees serve with “at will” status and may be removed from employment at ANY time during the probationary period under Civil Service Rule 9.1(e). Employees should refer to [PPM #32](#), Probationary Period and Permanent Status Policy, for additional information.

## **2. Job Appointment (classified)**

A job appointment is a temporary appointment of an employee to fill a classified position for a limited period of time, not to exceed four (4) years. Employees serving on a job appointment are eligible for benefits and earn annual and sick leave. However, job appointees cannot attain permanent status and may be separated from employment at any time.

## **3. Wage Appointment**

A wage appointment is temporary in nature and is dependent upon funding being available. Employees serving in a wage appointment cannot attain permanent status; may be separated at any time; and are not eligible for paid holidays, nor annual and sick leave. There are two types of wage appointment utilized by the Department:

### **a. Classified When Actually Employed (WAE)**

Classified WAE’s may be utilized to fill a position in the classified service for a limited period of time and hours in order to address filling the position in a regular manner, or to address an emergency or work overload situation. Employees may not work in excess of 1245 hours during a twelve (12) month period. Depending on the expected duration and number of hours worked per week, employees may be required to participate in the Louisiana State Employees’ Retirement System (LASERS).

### **b. Unclassified 4.1(d)1**

In accordance with Civil Service Rule 4.1(d)1, the Department utilizes the unclassified service for its seasonal lifeguard positions at the various state parks, given that there is no classified job title available to suit this function. These positions may work full-time for up to 866 hours from May to September, but must be vacated upon closure of the pools at the end of the season.

## **C. Job Title**

All employees within the classified service are assigned a classification authorized by the State Civil Service Commission. This classification, or job title, is determined by the assigned job duties as documented on the position description (SF-3) form. In accordance with [PPM #15](#), Position Description and Classification Policy, all SF-3’s shall be updated: at least every five (5) years; when major duty changes have taken place; and/or prior to filling a vacant position at the supervisory level or above, unless it has been updated within the last twelve (12) months.

It is important for employees to be aware of and fully understand the requirements of their assigned position as outlined on the SF-3. Employees may contact their supervisors and/or the Human Resources Division for a copy of their current SF-3.

## **D. Compensation**

All classified job titles are assigned a pay level that includes a minimum and maximum salary. There are various mechanisms by which an employee's salary is fixed upon hire, or adjusted during employment, within the assigned range, to include:

### **1. Hiring Rate**

Civil Service Rule 6.5 requires that pay upon employment be at the minimum of the pay range, except as provided for below:

#### **a. Special Entrance Rates (SER's)**

In order to further OLG/DCRT's ability to recruit and retain qualified employees, the Department has implemented Special Entrance Rates for employees within identified job titles. For further information, refer to [PPM #35](#), Special Entrance Rates Policy, which has been approved for OLG/DCRT's use by the State Civil Service Commission.

#### **b. Hiring Rate for Extraordinary Qualifications/Credentials**

In accordance with Civil Service Rule 6.5(g), the Appointing Authority may authorize a rate of pay above the range minimum to an applicant who accepts a probational appointment and who possesses extraordinary or superior credentials above and beyond the minimum qualifications required for the job. The particular criteria for which a special hiring rate may be approved and the procedure for doing so are set forth in [PPM #33](#), Hiring Above the Minimum Policy.

#### **c. Former Rate Earned**

An employee re-entering the classified service after a break in service may be offered a hiring rate anywhere from the minimum of the pay range up to his/her former rate earned while previously serving with permanent status, provided such salary does not exceed the pay range maximum. This shall not apply to a former employee who was dismissed or resigned to avoid dismissal.

#### **d. Classified WAE**

In accordance with Civil Service Rule 6.5(d), the pay for a classified WAE employee may be set at any rate within the assigned pay range.

### **2. Salary Adjustments**

#### **a. Performance Adjustment**

OLG/DCRT is committed to rewarding employees for meritorious service. Classified employees, except those serving in classified WAE appointments, who are in active status as of June 30<sup>th</sup> of the performance evaluation year and are evaluated as "Successful" or "Exceptional" are eligible for a performance adjustment. Ratings of "Not Evaluated" or "Unrated" have the same effect as "Successful."

In accordance with Civil Service Rule 6.14, a performance adjustment is 4% of the employee's annual salary, up to the maximum rate of the pay range. Performance adjustments are effective on October 1 following the performance evaluation year in which the eligibility was earned.

Withstanding the above, evaluating supervisors and/or second-level evaluators who fail to comply with the Performance Evaluation System (PES) requirements shall be ineligible for a performance adjustment for the applicable performance evaluation year. Moreover, employees who receive a "Needs Improvement/Unsuccessful" are ineligible for a performance adjustment.

Unfortunately, due to Departmental budgetary constraints, OLG/DCRT may self-impose a moratorium upon the granting of performance adjustments. If such budgetary issues are statewide, the State Civil Service Commission may also rescind authority for all State agencies to grant performance adjustments.

For more information on performance adjustments, refer to [Civil Service Rule 6.14](#) and [PPM #10](#), Performance Evaluation System Policy.

**b. Pay for Employees Appointed at Range Minimum**

To aid in the recruitment and retention of employees, OLG/DCRT may grant a 2% base pay increase to eligible employees appointed at the minimum of the pay range after successful performance for six (6) months in a job, probational or permanent status appointment. For further information, refer to [PPM #43](#), Pay for Employees Appointed at Range Minimum Policy.

**c. Promotions**

A promotion is a change of a permanent status employee from a position in one job to a position in another job that is assigned a pay grade with a higher maximum rate of pay. Only permanent employees who have received a "Successful" or better on their most recent performance evaluation may be promoted. Promotions may be competitive or non-competitive.

Vacant positions are posted on the Civil Service web site, [www.jobs.la.gov](http://www.jobs.la.gov). Promotional opportunities are also generally available on OLG/DCRT's intranet site. Employees are responsible for checking the web site(s) and submitting applications. Employees must ensure that they comply with any instructions that are given in the announcement (i.e., required test score, listing of complete work history, etc.) so as not to be disqualified from consideration.

In accordance with Civil Service Rules, employees receiving a one pay-level promotion shall receive a 7% pay increase. For a two pay-level promotion, employees may receive a salary increase not to exceed 10.5%. For a three or more pay-level promotion, employees may receive a salary increase not to exceed 14%.

**d. Voluntary Demotions**

[PPM #12](#), Voluntary Demotions Policy, waives the standard pay reductions, in accordance with Civil Service Rule 6.10, related to voluntary demotions, so as to promote the recruiting and retention of the employees deemed valuable to the Department.

**e. Optional Pay Adjustments**

As authorized by Civil Service Rule 6.16.2, OLG/DCRT may grant optional pay adjustments to address retention issues, pay inequities, performance of additional duties and recruitment into difficult-to-fill jobs. Refer to [PPM #16](#), Optional Pay Adjustments Policy, for further information.

**f. Rewards and Recognition**

OLG/DCRT acknowledges and rewards employees for achievements and accomplishments that contribute to the overall objectives of the Department. Refer to [PPM #34](#), Rewards and Recognition Policy, for further information.

**g. Cellular Phones and Smart Phones**

[PPM #27](#), Cellular Phones and Smart Phones Policy, establishes guidelines for determining the need for cellular phones and smart phones and accounting for their use by employees of OLG/DCRT. Those employees deemed by their Appointing Authority to require a cellular phone in order to satisfactorily perform their duties may either be approved for a monthly cellular phone allowance or issued a cellular phone with an associated service plan by the Department.

**h. On-Call Pay**

[PPM #31](#), On-Call Pay Policy, offers a mechanism by which employees may be compensated when required to be available for work status at times outside of their regular work schedule. In order to utilize on-call pay, Appointing Authorities must draft written procedures, in compliance with the policy, for review and approval by the Human Resources Division.

**E. Performance Evaluation System (PES)**

The Performance Evaluation System, as outlined in Chapter 10 of the Civil Service Rules, requires that all classified employees, except those serving in classified WAE appointments, receive:

- A planning session between July 1 – September 30 in order to identify the work and behavior expectations for which they will be evaluated for the current fiscal year.
- An evaluation session between July 1 – August 31 in order to evaluate their overall performance for the previous fiscal year.

[PPM #10](#), Performance Evaluation System Policy, sets forth comprehensive guidelines and Department-specific requirements in order to comply with the PES process.

## **F. Computation of State Service**

Upon hire, an employee's State service is calculated according to Civil Service Rules and is used for specific purposes as described below. State service may include previous employment at other State agencies, such as work in the unclassified service, time earned as a public school teacher, and/or employment in a classified position.

### **1. Adjusted Leave Service Date (ALSD)**

This computation is used for leave purposes, as it determines the rate at which an employee earns annual and sick leave on a bi-weekly basis. It is calculated by determining total length of State service. Refer to [PPM #42](#), Attendance and Leave Policy, for more information regarding leave earning rates.

### **2. Adjusted Service Date (ASD)**

This computation is used for purposes of layoff and layoff avoidance measures. It is calculated using the total length of *classified* State service in equivalent full-time years, months and days. Refer to [Chapter 17](#) of the Civil Service Rules for more information regarding layoff procedures.

## **G. Grievance Procedure**

OLG/DCRT encourages employees to express their concerns, informally or formally, without fear of reprisal or retaliation. A grievance procedure has been established to accomplish this purpose in a fair, efficient and objective manner. The grievance procedure applies only to concerns which are not appealable to the State Civil Service Commission. Employees should be aware that there is fixed time limits within which either a grievance or an appeal may be filed and should use caution accordingly to utilize the correct procedure. Refer to [PPM #18](#), Employee Grievances Policy, for more information.

## **H. Employee Discipline**

OLG/DCRT subscribes to a philosophy of progressive discipline, but nonetheless reserves the right to forego such based on the nature and severity of the employee's misconduct. Generally, minor infractions of Departmental policy or other misconduct may result in non-disciplinary corrective measures, such as letters of concern, caution, counseling or reprimand. Repeat infractions, or those deemed to be more egregious, such as those violative of express law, may result in formal disciplinary action, including reductions in pay, suspensions without pay, demotions and ultimately, removal from the classified service.

Except in the case of a suspension pending investigation, permanent status employees will receive a written notice of the proposed action, to include a description of the evidence supporting such, and will be afforded a reasonable opportunity to respond before any disciplinary action is taken. Employees should realize that disciplinary and non-disciplinary actions will be considered by supervisors in preparing performance evaluations and in determining whether to grant a performance adjustment.

**NOTE:** In order to ensure consistency throughout OLG/DCRT and compliance with Civil Service requirements, all written non-disciplinary corrective actions and/or disciplinary letters must be signed by the respective Office's Appointing Authority and countersigned by the Human Resources Director. Supervisors who do not comply with this procedure may themselves be subject to the progressive discipline process for failure to adhere to Departmental policy.

## **III. Payroll and Leave Administration**

### **A. Payroll**

The following information is provided to assist employees relative to payroll procedures and their responsibilities therein.

#### **1. Pay Period / Paychecks**

Employees are paid based on a bi-weekly pay period, which begins on Monday and ends on the second Sunday that follows. Pay period calendars can be found on the Office of State Uniform Payroll's web site at [http://www.doa.louisiana.gov/OSUP/osup\\_calendars.htm](http://www.doa.louisiana.gov/OSUP/osup_calendars.htm).

Paychecks are distributed by electronic direct deposit into an employee's checking or savings account(s) at an approved banking institution(s) on the Friday after the pay period ends. The Human Resources Division must be notified immediately if an employee changes banks/accounts during employment. Refer to [PPM #28](#), Direct Deposit Policy, for more information.

#### **2. Time Sheets**

All employees must complete and sign a time sheet certifying their presence on the job (including any overtime worked) and any leave utilized for that pay period. Supervisors must also sign this document to certify its accuracy. Each Office within OLG/DCRT has a designated timekeeper(s) to whom time sheets must be submitted for processing. Employees should consult with their supervisor to determine the appropriate time sheet procedure/deadline that applies to their respective Office.

#### **3. Recoupment of Overpayments**

The Louisiana Constitution prohibits the donation of public funds. State law requires the Division of Administration to promulgate rules for recoupment of overpayments to State employees, both active and separated. State law also requires that every State agency develop a policy for recoupment of overpayments which, for OLG/DCRT, is [PPM #30](#), Recoupment of Overpayments Policy. As set forth therein, this policy outlines the process by which OLG/DCRT will recoup overpayments, as well as what action needs to be taken by the employee when there is a dispute regarding the validity of an identified overpayment.

### **B. Work Hours and Work Schedules**

Within the parameters provided by [PPM #19](#), Work Hours and Work Schedules Policy, each Office within OLG/DCRT may implement its own individual policy relative to flexible work hours and flexible work schedules. If allowed, such flexibility is not a right, but rather a privilege granted to employees when business necessity allows, and can be rescinded at any time as deemed appropriate by management. Employees should consult their Office's respective policy for more information.

All employees must complete a [Work Schedule Form](#) in order to document and receive supervisory approval for their selected work schedule. Once approved, this form must be submitted to the Human



Resources Division for processing in the payroll system. The Human Resources Division must be notified immediately, via completion of an updated form, if an employee changes his/her work schedule during employment.

### **C. Fair Labor Standards Act (FLSA)/Overtime**

Depending on assigned duties, independence and decision-making exercised, and salary level, each position in the classified and unclassified service is designated as either exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA). This designation determines whether overtime compensation is required and, if so, the rate at which the employee occupying the position is to be compensated for overtime hours worked. The Human Resources Division maintains a listing of the FLSA designation for all OLG/DCRT positions.

Overtime is defined as hours actually worked by an employee at the direction of and with supervisory approval: (a.) in excess of regular duty hours in the workday; (b.) in excess of regular duty hours in the 40-hour workweek; (c.) on a day observed as a holiday; or (d.) on a day the office is officially closed.

Please note that employees may be called upon to work beyond their regularly scheduled working hours as business needs dictate, and may be disciplined for failure to work overtime as directed by a supervisor.

### **D. Leave**

There are various types of leave (paid and unpaid) available to eligible OLG/DCRT employees, including but not limited to: annual, sick, compensatory leave, leave without pay, funeral leave, military leave, etc. For more specific information relative to such leave categories and the appropriate request/approval procedures for each, employees should refer to [PPM #42](#), Attendance and Leave Policy.

Additionally, there are individual policies for certain types of leave, including:

#### **1. Family and Medical Leave Act (FMLA)**

The Family and Medical Leave Act (FMLA) requires that eligible employees be provided up to 12 weeks (480 hours) of job-protected time off for certain family and medical reasons. The time off is paid leave when an employee has sick, annual or compensatory leave hours available, as applicable. Otherwise, it is unpaid leave. Specific items covered are birth; adoption; placement of a child; care for an employee's parent, child or spouse with a serious health condition; or an employee's own serious health condition. Leave for military caregivers (up to 26 weeks) and for qualifying exigencies experienced by military families (ranging from 5 days to 12 weeks) are also available to qualified employees. Employees should review [PPM #13](#), Family and Medical Leave Act Policy, for the specific benefits and protections of this Act.

#### **2. Crisis Leave**

Crisis leave is a pool of annual leave donated by OLG/DCRT employees that may be used by eligible employees who cannot work because of a catastrophic illness or injury to themselves or an eligible family member. The program is designed to assist employees who have insufficient appropriate paid leave to use during the crisis period. For more information about how to donate annual leave to the pool, or how to request leave from the pool, employees should refer to [PPM #29](#), Crisis Leave Pool Policy.



### **3. Educational Leave**

In accordance with Civil Service Rule 11.24, educational leave with pay may be granted an employee for a maximum of thirty (30) calendar days in one calendar year if the employee is taking a course of instruction that is pertinent to the work performed by him/her for the Department. For more information regarding applicability and how to request approval for educational leave, refer to [PPM #37](#), Educational Leave and Tuition Reimbursement Policy.

## **E. Payroll Withholdings**

The following are mandatory withholdings for all State employees:

- Federal income taxes;
- State income taxes;
- Retirement and/or Medicare contributions, or Social Security taxes (depending on the type of appointment in which the employee is serving).

Optional withholdings can be made for group health, life and approved supplemental insurance policies; United Way; Deferred Compensation; and deposits to START (college savings) accounts. For both mandatory and optional deductions, actual amounts vary based on information provided by the employee on the respective form(s). For more information regarding these programs, refer to Section IV of this handbook.

## **F. Salary Garnishments and Income Assignments**

In the event a valid legal Order is issued against an employee requiring the assignment of a portion of his/her salary for payment of an overdue or defaulted debt or obligation, OLG/DCRT will comply by withholding the required amount from the employee's pay check until such time that the Order is released by the appropriate authority. All garnishments and income assignment Orders are handled and processed exclusively by the Office of State Uniform Payroll's Garnishment Unit. Any inquiries regarding garnishments should be directed to (225) 342-5332 or [doa-osup-garn@la.gov](mailto:doa-osup-garn@la.gov).

## **G. Unscheduled Absenteeism**

In accordance with Civil Service Rule 12.6(a)2, [PPM #20](#), Unscheduled Absenteeism Policy, provides for the non-disciplinary removal of an employee when, after he/she has been given written notice that his/her attendance requires improvement and has been provided a copy of the rule, has seven (7) or more unscheduled absences during any consecutive twenty-six week period.

This policy shall be administered uniformly and as equitably as possible so as to encourage responsible leave usage in order to maximize public service, reduce the negative impact of absenteeism on productivity, and improve employee morale.

## IV. Benefits

### A. Holidays

OLG/DCRT observes holidays in accordance with [Louisiana Revised Statute 1:55](#), along with any others which may be proclaimed at the discretion of the Governor. Statutory holidays include:

- New Year's Day
- Dr. Martin Luther King, Jr.'s Birthday
- Inauguration Day (every four years in the city of Baton Rouge)
- Mardi Gras Day
- Good Friday
- Independence Day
- Labor Day
- General Election Day (every two years)
- Veterans' Day
- Thanksgiving Day
- Christmas Day

Full-time, employees required to work on a holiday which falls on a day within their regularly-scheduled workweek will be compensated in accordance with the Fair Labor Standards Act and Civil Service Rule 21.7 and 21.8, which provide overtime options for work on holidays. If any of these holidays falls on a weekend, the nearest weekday is generally proclaimed to be the holiday.

### B. Group Insurance

The State offers group health and life insurance to full-time employees working 30 hours or more (on average) per week. Eligibility for insurance coverage begins upon hire. Coverage is effective the first of the month coinciding with or following completion of one (1) month of service. For example, if hired on June 1, coverage would be effective July 1. If hired on June 2, coverage would be effective August 1.

#### 1. Health Insurance

Currently, there are four (4) health insurance plans available through the Office of Group Benefits (OGB): (a.) Preferred Provider Organization (PPO); (b.) Health Maintenance Organization (HMO); (c.) Consumer-Driven Health Plan with Health Savings Account (CDHP-HSA); and Medical Home/Regional HMO (available based on parish). Each plan offers different premiums, deductibles, and co-payments, as determined by the Division of Administration. The cost of health insurance premiums is shared between the employee and employer, with the employee's share being approximately 25%-40% of the total premium (depending on the plan selected). Premiums are remitted one month in advance (i.e., April premiums pay for May coverage) through bi-weekly payroll deductions.

Employees may enroll in health insurance at any time. Once enrolled, employees may only change their selected health plan during the annual enrollment period generally held in

October each year, or cancel/change their level of health coverage if they experience a qualifying event as defined by the Office of Group Benefits.

## **2. Life Insurance**

Employees are eligible for basic life insurance coverage of \$5,000, with supplemental coverage available up to one-and-one-half times the employee's annual salary (maximum \$50,000). Life insurance for dependents of employees is also available. The cost of employee life insurance premiums is shared between the employee (50%) and employer (50%). Dependent coverage, if selected, is at the employee's sole expense.

For more information regarding health and/or life insurance, refer to the Office of Group Benefits' web site at [www.groupbenefits.org](http://www.groupbenefits.org).

## **C. Miscellaneous Insurance**

The Office of State Uniform Payroll (OSUP) authorizes certain vendors to offer additional, miscellaneous insurances to eligible employees, such as life, dental, cancer, disability and long-term care. Premium costs are paid exclusively by the employee, and may be done so through payroll deduction (when authorized). Enrollment in these plans is optional and must be coordinated directly between the employee and the selected vendor. Once enrolled, employees may only change and/or cancel their miscellaneous insurance coverage during the annual enrollment period. Refer to OSUP's web site at [www.doa.louisiana.gov/OSUP/Statewide\\_vendor\\_product\\_listing.htm](http://www.doa.louisiana.gov/OSUP/Statewide_vendor_product_listing.htm) for more information regarding these miscellaneous insurance options.

NOTE: No vendor may visit/promote their product or service at an OLG/DCRT work site unless a Solicitation Agreement has been executed between the agency (or site) and the vendor's Louisiana Sales Coordinator. For more information, refer to [PPM #36](#), Supplemental Benefits Solicitation Policy.

## **D. Flexible Spending Account (FSA)**

A flexible spending account (FSA) is a special non-taxed account designed to help employees save money for medical and/or dependent care expenses. To do so, a certain amount of the employee's gross wages (as determined by the employee) is automatically withheld from his/her paycheck and deposited into the FSA account. Once enrolled, the employee is issued a FSA debit card. When swiped, it can be used to pay for such out-of-pocket medical expenses as co-payments, prescriptions, orthodontics, etc. directly from his/her FSA account. If for dependent care, the card can be used to make payment directly to a child care facility.

Please note that any remaining balance in a FSA at the end of the plan year cannot be rolled over or paid back to the employee, so employees are encouraged to be conservative when deciding how much to place in their FSA account(s).

Refer to the Office of Group Benefits' web site at [www.groupbenefits.org](http://www.groupbenefits.org) for more information regarding flexible spending accounts.

## E. Flexible Benefits Plan

The flexible benefits plan, sometimes referred to as a cafeteria plan or premium conversion plan, is approved by the Internal Revenue Service for the tax-free payment of eligible benefits. These benefits may include premiums for group health insurance; group life insurance; most payroll-deductible benefits; and flexible spending accounts (as described above). Because premiums and/or FSA contributions are deducted from the employee's gross wages, the employee's taxable income is decreased, subsequently reducing the amount of taxes that must be paid. Employees may enroll in the flexible benefits plan within the first 30 days of employment or during the annual enrollment period. Refer to the Office of Group Benefits' web site at [www.groupbenefits.org](http://www.groupbenefits.org) for more information regarding flexible benefits.

## F. Louisiana State Employees' Retirement System (LASERS)

As a LASERS participant agency, membership in the LASERS retirement system is mandatory for all classified OLG/DCRT employees (with certain exceptions). Information regarding LASERS is current as of the date of publication of this Employee Handbook and is subject to change in accordance with law. Updated information may be obtained from the LASERS web site at [www.lasersonline.org](http://www.lasersonline.org).

Retirement eligibility and benefits are based on various criteria, as summarized below:

	Eligibility for Retirement	Employee Contribution Rate	Accrual Rate	Final Average Compensation	Benefit Calculation
Regular Employees Hired before 7/1/2006	30 years service at any age; 25 years at age 55; or 10 years at age 60 (Or, 20 years at any age, actuarially reduced)	7.5%	2.5%	Average salary for 36 highest-earning successive months	Years of Service Credit x Accrual Rate x Final Average Compensation
Regular Employees Hired on or after 7/1/2006	5 years service at age 60 (Or, 20 years at any age, actuarially reduced)	8.0%	2.5%	Average salary for 60 highest-earning successive months	Years of Service Credit x Accrual Rate x Final Average Compensation
Hazardous duty personnel employed on or after 1/1/2011, and those hired before 1/1/2011 who made the affirmative choice to join HAZ plan**	12 years service at age 55; or 25 years at any age; (Or, 20 years at any age, actuarially reduced)	9.5%	3.33% (*if last 10 years of service was in a hazardous duty position)	Average salary for 60 highest-earning successive months	Years of Service Credit x Accrual Rate x Final Average Compensation

**\*\* The HAZ plan is restricted to park rangers of OSP, or other such personnel, who are P.O.S.T.-certified, who have the power to arrest, and who hold a commission as required for employment in such positions.**

Employee contributions are made through payroll deduction. OLG/DCRT also makes contributions to LASERS. The employer contribution rate, set by the Public Retirement Systems' Actuarial Committee, is subject to change. Employer contributions are not credited to individual member accounts, but are deposited in the LASERS trust account to help fund the defined benefits payable to all members and their beneficiaries.

Employees eligible to receive Social Security retirement benefits should contact the Social Security Administration regarding the effects of the Governmental Pension Offset and Windfall Elimination Provision, which offsets Social Security retirement benefits for most retirees who collect public sector pensions. Visit the Social Security web site at [www.ssa.org](http://www.ssa.org) for more information.

Pre-Retirement Education Program (PREP) seminars take place at various locations throughout the State and are designed to help employees make informed decisions regarding retirement options. Employees may register online on the LASERS web site.

Employees who leave State service may be eligible for a refund of their accumulated contributions to the retirement system. Refunds are only of employee contributions and automatically cancel all service credit in LASERS.

For further information regarding retirement eligibility, survivor benefits, disability retirement, the Deferred Retirement Option Plan (DROP) and other retirement options, refer to the LASERS web site at [www.lasersonline.org](http://www.lasersonline.org), contact a LASERS representative at (225) 922-0600 for an appointment, or call the Human Resources Division at (225) 342-0880.

## **G. Deferred Compensation Plan**

The Louisiana 457 Deferred Compensation Plan is a retirement savings plan that allows participating employees to supplement existing retirement benefits by saving and investing pre-tax dollars through voluntary salary contributions. Contributions and earnings are tax-deferred until the funds are withdrawn. When withdrawn, these monies are subject to ordinary income tax.

All current full-time and part-time employees are eligible to participate. Contributions are subject to limitations. Employees may manage their own accounts or can opt to have their investments managed by the deferred compensation plan vendor for a fee.

For more information, refer to the deferred compensation web site at [www.louisianadcp.com](http://www.louisianadcp.com).

## **H. Workers' Compensation**

Workers' compensation benefits are designed to protect employees who suffer work-related injuries or illnesses from total loss of income. OLG/DCRT requires employees to immediately report all injuries, regardless of severity, to their immediate supervisor. Medical treatment must be obtained as soon as possible and all reasonable and necessary medical expenses resulting from the job-related injury or illness will be borne by OLG/DCRT. Employees are responsible for cooperating with supervisory personnel to complete appropriate injury reports, releases and other documents necessary to prevent a delay in receipt of benefits.

In accordance with Civil Service Rule 11.21, employees are required to utilize their accumulated sick leave while off from work due to a workers' compensation injury or illness. For more information regarding the utilization and re-crediting of sick leave during a workers' compensation absence, refer to [PPM #42](#), Attendance and Leave Policy.

## **I. Credit Union**

Employees are eligible for membership at the LA Capitol Federal Credit Union (LA Cap). La Cap offers checking, savings and investment accounts; low-cost loans; online account access; automatic deposit; a La Cap Visa card; ATM access; and other benefits.

For more information regarding the services available, or to become a member, refer to the La Cap web site at <https://www.lacapfcu.org/>.

## **J. State Library of Louisiana**

Employees are eligible to borrow materials from the State Library of Louisiana and access the online Internet catalog to include books, magazines, State and federal documents, and audiovisual materials. To apply for a library card, refer to the State Library's web site at <http://www.state.lib.la.us>.

## **V. Policies**

### **A. Equal Employment Opportunity**

Recognizing the trust and responsibility placed upon it by the citizens of this State, OLG/DCRT subscribes, in both principle and practice, to this nation's philosophy of equal employment opportunity. Therefore, it is the policy of OLG/DCRT, as set forth in [PPM #1](#), Equal Employment Opportunity Policy, to recruit, hire, train, compensate, promote, discipline and terminate without discriminating against any person on the basis of race, color, religion, sex, age, national origin, disability, veteran's status, sickle cell trait, pregnancy/childbirth and related medical conditions, political beliefs, genetic information or any other non-merit factor. OLG/DCRT's ultimate goal is to develop a dedicated workforce through efficient management and full realization of the potential of each employee.

In maintaining a workforce free of discrimination and ensuring that all employees are provided equal employment opportunities, OLG/DCRT has implemented the following additional policies:

#### **1. Sexual Harassment**

All OLG/DCRT employees have the right to work in an environment free from discrimination, including freedom from sexual harassment. All employees are required to comply with federal, State and local laws, government regulations and executive orders relating to sexual harassment. Employees must refrain from offensive or inappropriate conduct of a sexual nature within the workplace, including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Refer to [PPM #4](#), Sexual Harassment Policy, for more information.

Furthermore, in accordance with Senate Concurrent Resolution No. 107 of the 2012 Regular Session, each public servant shall receive a minimum of one (1) hour of education and training on sexual harassment during each year of his/her public employment.

#### **2. Workplace Harassment / Discrimination**

Verbal or physical conduct that creates an intimidating, hostile or offensive work environment based on race, color, religion, sex, age, national origin, disability, veteran's status, sickle cell trait, pregnancy/childbirth and related medical conditions, political beliefs, genetic information or any other non-merit factor is prohibited. Examples of prohibited conduct include epithets, slurs or negative stereotyping. Written materials in the workplace showing hostility toward an employee because of membership in a protected class is prohibited. Refer to [PPM #5](#), Workplace Harassment/Discrimination Policy, for further information.

#### **3. Americans with Disabilities Act (ADA)**

The Americans with Disabilities Act prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. Refer to [PPM #2](#), Americans with Disabilities Act Policy, for further information.

## **B. Code of Governmental Ethics**

Because public employees occupy a position of trust, they must be independent and impartial. Employees are prohibited from accepting anything of economic value (including gifts, rewards and gratuities), other than compensation and benefits provided by law, for the performance of the duties and responsibilities of their position. Further, employees are prohibited from engaging in activities, public or private, which create a conflict of interest. Such activities include those in which the employee, his/her immediate family or certain personal or business associates have a substantial economic interest.

In accordance with [Louisiana Revised Statute 42:1170 A\(3\)](#), each public servant shall receive a minimum of one (1) hour of education and training on the Code of Governmental Ethics on an annual basis throughout the duration of his/her employment.

A copy of the Code of Governmental Ethics may be obtained from the Secretary of State's Office or reference may be made to [Louisiana Revised Statute 42:1101, et seq.](#) Employees must recognize that violations of the Code of Governmental Ethics can result in removal from the classified service.

In furtherance of the Code of Governmental Codes, OLG/DCRT has promulgated the following related policies:

### **1. Ethics and Dual Employment**

[PPM #8](#), Ethics and Dual Employment Policy, seeks to avoid conflicts of interest, establish appropriate ethical standards for OLG/DCRT employees and prohibit illegal dual employment relationships. All employees are responsible for reporting possible Code of Governmental Ethics or dual employment violations to an appropriate party (as noted in the policy).

### **2. Outside Employment**

[PPM #9](#), Outside Employment Policy, prohibits employees of OLG/DCRT from engaging in outside employment activities, with or without compensation, which interfere with the performance of officially assigned duties; create a conflict of interest; bring discredit upon or cause unfavorable criticism of OLG/DCRT; require or appear to require use of information obtained in connection with official duties which is not generally available to the public; or conflict with State law or the Civil Service Rules.

In accordance with this policy, an employee planning to engage or already engaged in outside employment must complete an [Application for Outside Employment](#) form and obtain approval for such employment from the Deputy Secretary.

### **3. Employee Transactions with Vendors and Contractors**

[PPM #41](#), Employee Transactions with Vendors and Contractors Policy, protects against a conflict of interest by prohibiting employees from personally engaging the services of a vendor or contractor who provides contractual services to OLG/DCRT. Requests for exceptions to this policy must be submitted to and approved by the Deputy Secretary.



## C. Political Activities

Article X, Section 9(A) of the Louisiana Constitution and the Civil Service Rules prohibit classified employees from engaging in partisan political activities. “Political activity” is defined as “an effort to support or oppose the election of a candidate for political office or to support a particular political party in an election.”

This prohibition applies to political activities for any level of government, including local, State and Federal, regardless of whether the employee is on duty, off duty or off from work on authorized leave.

Those activities that are allowed include:

- Voting;
- Voicing one’s political opinion privately;
- Serving as a commissioner or official watcher at polls;
- Supporting or opposing issues of public debate (such as bond issues, taxes or constitutional amendments);
- Attending a free function open to the public where any or all of the candidates may speak or present views;
- Being a member of a private organization that may, under certain circumstances, endorse a candidate for public office, so long as the primary purpose of the organization is not the support of or opposition to candidates, political parties or factions;
- Signing a recall petition, as long as it is done on the employee’s own time, using the employee’s own resources, and as long as the employee does not take an active part in the recall effort by circulating the petition by mail or electronic means, asking others to sign, manning a booth or table collecting such signatures, etc.

Most other political activities are prohibited. Some examples of prohibited activities include:

- Publicly announcing support or opposition to a candidate, political party or faction  
(For example, you cannot “like” a candidate or party on Facebook or follow them on Twitter or any other social media);
- Lobbying/soliciting votes for or against a candidate, political party or faction;
- Contributing or volunteering time, effort, property or anything of value in support of or opposition to a candidate, political party or faction;
- Being a member of any national, State or local committee of a political party or faction;
- Attending any fundraising function of a candidate, political party or faction;
- Displaying political stickers on personal automobiles;
- Distributing political campaign cards;
- Making political statements or addresses;
- Placing campaign signs on personal property;

The above listings are exemplary and are not intended to be all-inclusive. Employees with questions should consult the Human Resources Division or the Department of State Civil Service website, [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov).

## **D. Workplace Safety**

OLG/DCRT strives for the highest possible job safety standards at all times. It is the responsibility of each employee to immediately report potentially unsafe conditions and work practices, and to take temporary actions to minimize his/her risk until permanent safety measures can be implemented.

In furtherance of workplace safety, the following policies have been promulgated:

### **1. Violence-Free Workplace**

OLG/DCRT will not tolerate violence in the workplace. Employees are prohibited from making any statement or engaging in any behavior which constitutes an act of violence or credible threat of violence. All acts of violence and all credible threats of violence must be immediately reported to supervisory personnel. Prohibited behavior includes, but is not limited to: unwelcome name calling, obscene or other abusive language; intimidation through direct or veiled verbal threats; physical touching in a harmful or malicious manner; and physically intimidating behavior. Refer to [PPM #3](#), Violence-Free Workplace Policy, for more information.

### **2. Firearms**

[PPM #6](#), Firearms Policy, strictly prohibits the possession and/or use of a firearm of any nature while on duty, on OLG/DCRT property, while using OLG/DCRT vehicles, or while conducting OLG/DCRT business. Specific exceptions apply to those employees who must possess firearms to perform customary job duties.

### **3. Substance Abuse and Drug-Free Workplace**

To maintain a safe and productive work environment, OLG/DCRT employees are prohibited from:

- a. Using, possessing, dispensing, distributing, manufacturing, or selling illegal or unauthorized drugs and other prohibited substances;
- b. Having in their bodies illegal or unauthorized drugs or other prohibited substances and alcohol while on duty, scheduled on-call or engaged in OLG/DCRT, on or off premises; and
- c. Possessing illegal or unauthorized drugs or other prohibited substances and alcohol in an OLG/DCRT vehicle, while on or off duty.

Refer to [PPM #11](#), Substance Abuse and Drug-Free Workplace Policy, for further information, including drug testing requirements.

### **4. Vehicle Operation**

This policy serves to advise OLG/DCRT employees of the vehicle operation requirements and prohibitions that must be honored in order to operate a vehicle while on OLG/DCRT business. These requirements will assist OLG/DCRT in maintaining its vehicles, reducing the risk of injury to employees and the traveling public, and minimizing the loss resulting from property damage claims. Refer to [PPM #17](#), Vehicle Operation Policy, for more information.

## **5. Early Return to Work**

In accordance with [Louisiana Revised Statute 39:1547](#), the goal of [PPM #14](#), Early Return to Work Policy, is to assist employees in returning to work as soon as medically permissible following a job-related injury or illness by offering transitional and/or modified duty assignments.

## **6. Building and Office Inspections**

This policy requires that all buildings and offices be regularly inspected for safety and loss prevention hazards by the designated Safety Director or Safety Coordinator for each Office within OLG/DCRT. Safety personnel are responsible for reporting any identified hazards by completion of an inspection sheet and ensuring that remedial action is taken. Refer to [PPM #21](#), Building and Office Inspections Policy, for more information.

## **7. Job Safety Analysis (JSA)**

Job Safety Analysis (JSA) is intended to safeguard employees from the risks of occupational injury by analyzing work methods used in the operation of equipment, machinery, supplies, and vehicles. Jobs for which JSA's must be conducted include those jobs that have caused an employee fatality, have produced repeated accidents, or that relate to new equipment or operational changes. First-line supervisors, with assistance from employees who actually perform the tasks, are expected to perform the JSA, as set forth further in [PPM #24](#), Job Safety Analysis Policy.

## **8. Employee Interaction with Prison Inmates**

State prisoners perform certain functions in the buildings and on the grounds occupied by OLG/DCRT, which assists in preserving the State's financial resources. To assure the safest work environment possible for OLG/DCRT employees, [PPM #26](#), Employee Interaction with Prison Inmates Policy, outlines specific prohibitions and procedures that must be followed. Employees should not engage in conversation or correspondence with inmates in any manner, nor give or receive items of any nature, regardless of value, to or from inmates. If an employee is related to or acquainted with an inmate working within the same building, he/she must report this to the Section Head immediately. Employees must notify their supervisor immediately in the event of any violations.

## **9. Accident/Incident Investigations**

[PPM #39](#), Accident/Incident Investigations Policy, provides guidelines for the investigation of work-related accidents/incidents for the purpose of determining the cause and to prevent reoccurrence. The policy outlines assignment of responsibility and procedures for conducting investigations. All injuries and accidents, regardless of whether medical treatment is necessary, must be immediately reported by the employee to his/her supervisor.

## **10. Bonds and Crime Loss Control**

[PPM #40](#), Bonds and Crime Loss Control Policy, identifies the assignment of responsibility and procedures to be followed in order to protect OLG/DCRT from financial and/or property losses resulting from any act and/or omission by employees in the performance of their duties.

## **11. Fire Alarm Response**

When a fire alarm sounds, employees shall immediately evacuate the building in accordance with the procedures as set forth in OLG/DCRT's fire safety evaluation plan. Failure to obey fire safety rules jeopardizes not only the personal safety of employees, but also the safety of those charged with protecting them. Appropriate disciplinary action will be taken, if necessary, to ensure strict compliance with the evacuation procedure.

## **12. General Safety Rules**

Safety rules are intended to protect employees from injury in the course of performing their job duties. OLG/DCRT strives to maintain a safe workplace by providing safe work procedures and a hazard-free environment, as outlined in the [General Safety Rules](#). Employees that fail to comply with the safety rules may be subject to disciplinary action, up to and including termination.

## **E. General Employment**

### **1. Computer Usage**

Computers, networks, software and other information technology resources are to be used primarily for legitimate business purposes. Employees are prohibited from using OLG/DCRT computer equipment and services for personal reasons except to the limited extent permitted by the express terms of [PPM #7](#), Computer Usage Policy. By logging on and using OLG/DCRT's computers and related equipment, systems and services, employees expressly consent to the Department's tracking, auditing, inspecting and monitoring of such usage. Employees are also hereby advised that their Internet, email and other online communications, and the files stored on any OLG/DCRT computer, including hard drives and removable storage media, are not privileged or private. Refer to PPM #7 for further information.

### **2. Volunteer Services**

OLG/DCRT provides for citizen involvement by offering the use of volunteers services within its Offices. Volunteers may be used to provide assistance in satisfying its mission. With this in mind, [PPM #22](#), Volunteer Services, provides procedures relative to the authority, organization, responsibility and accountability for volunteers.

### **3. Certification of Compliance of Personnel Actions**

Civil Service Rule 15.3(b) requires certification by the Appointing Authority or designee that each action effected under his/her authority complies with the requirements of Article X, the Civil Service Rules, the Uniform Classification and Pay Plans, and the policies and procedures issued by the Civil Service Director. By promulgation of [PPM #25](#), Certification of Compliance of Personnel Actions, this responsibility has been delegated from the Appointing Authority to the Human Resources Director. As an addendum, [PPM #25-A](#), Certification, Compliance and Internal Controls for Processing of Personnel Actions, was issued in order to create and maintain internal controls related to the processing of personnel actions in compliance with Civil Service Rule 15.1(c).

#### **4. Payroll and the LaGov HCM System**

[PPM #38](#), Payroll and the LaGov HCM System, establishes and maintains procedures for the entry of personnel and time/attendance data into the LaGov HCM System, thereby producing a timely and accurate payroll for all employees. This policy applies to all OLG/DCRT staff who participate or contribute to the payroll process.

#### **5. Personnel Records**

OLG/DCRT maintains an official personnel file on each employee which contains employment applications, personnel action forms, retirement, insurance, payroll and other personnel related documents. Employees may review their personnel file by appointment during normal business hours in the presence of a designated employee of the Human Resources Division.

#### **6. Internal Communications**

The Department strives to communicate openly and in a timely manner with all employees. This is usually achieved through the issuance of HR Memos disseminated to the Lieutenant Governor, Secretary, Deputy Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, and Program Managers. Such personnel are requested to assist in the communication process by posting and/or circulating HR Memos to all employees. HR Memos are also posted at <http://www.crt.state.la.us/HR/memos.aspx>. Employees without computer access are encouraged to ask their manager or supervisor how updates are communicated in their area.

#### **7. Contact with Media**

It is imperative that the public be provided with accurate and timely information regarding OLG/DCRT's affairs and operations. To do this in the best manner possible, communications professionals have been trained in media relations and are available throughout the Department. All inquiries from media and others regarding office-related matters, policy issues, or questions that are political in nature should be referred to one of the communications professionals assigned to the employee's Office. If a communications professional is unavailable, or if an Office does not have one, refer inquiries to the Assistant Secretary of the Office from which the information is requested, the Office of the Secretary or the Office of the Lieutenant Governor.

#### **8. Smoking**

Consistent with the Louisiana SmokeFree Air Act, it is the policy of OLG/DCRT to permit smoking only in designated areas. Smoking within buildings and State vehicles is strictly prohibited. Designated areas for smokers will be established at each work location. Violation of this policy will be considered a safety violation which subjects the employee to disciplinary action.

## **9. Privacy in the Workplace**

Administrative personnel must have access to employee computers, offices, desks, file cabinets and other areas for work-related, non-investigatory reasons such as retrieving needed files, papers and equipment. Access may also be necessary to conduct investigations into employee misconduct. Employees should have no expectation of privacy in their computers, offices, desks, file cabinets and other work areas and therefore should refrain from storing personal papers and effects therein.

## **10. Return of Department Property**

Employees are responsible for safe-keeping and maintaining all equipment (ID badges, keys, P-cards, uniforms, etc.) issued for business use. These items belong to OLG/DCRT and must be returned upon demand or separation from employment. Legal deductions from an employee's final paycheck and other lawful measures will be taken to recoup the value of any property retained by the employee.

###